

Municipal Brownfields Site Assessment Request for Proposals
Questions and Answers
June 23, 2006

Q1. I just wanted to clarify the page numbering to insure that I am not missing anything. Currently, I have two different pages that are numbered "5 of 12". One of these pages starts with "Additional Responsibilities". The second one starts with "III Proposal Specifications". The final page for the first section is numbered 12 of 12. I then have Attachment A with a one page spreadsheet, Attachment B with a one page spreadsheet, two unnumbered pages in Attachment C with a figure 1 and 2, and an Attachment D that starts with "page 5 of 13" and ends with "page 15 of 13". Do I have everything?

A1: The page numbers are wrong but the package is complete.

Q2. How will the work be dispersed among the four selected Contractors? Consecutive with the first project to Contractor 1, second to Contractor 2, third to Contractor 3, fourth to Contractor 4, and then back to 1? Or case-by-case basis at the DEP's discretion? Or another method?

Q2B. Once the four prequalified contractors have been selected and a site has been identified, how will work be assigned (i.e., what will the process be to select one of the four contractors for a particular site)?

A2: Each consultant will be assigned at least 1 project. Subsequent projects will be assigned based on their performance on the first project. Assignments may be based in part on the strengths of a company, the ability to meet the proposed schedule or the proximity of the company to the site.

Q3. Once selected as a qualified Contractor, will the costs for developing and revising an Investigation Work Plan (Task 4), Remedial Work Plan (Task 7), or any other plans be covered for the Contractor?

A3: Yes.

Q4. Do hypothetical project costs and schedules need to be included with the Phase II Work Plan requested under Section 5?

Q4B. For the work plan required in Section 5 of the Proposal Specifications, do you want cost estimates for that work included?

A4: No.

Q5. Please clarify what is meant by a “single mobilization” as cited under Section 5.

Q5B. The RFP states that work must be completed in one mobilization. Does this mean that the consultant can mobilize to the site once, but spend more than one day completing the work? For example, recon and geophysics one day, drilling and sampling the next. This would assume that the consultant spends the night close by in a hotel if the site is not local.

Q5C. Is it possible to describe what one mobilization means. For instance, is mobilization considered to only refer to heavy equipment or is it meant to refer to any personnel for all tasks?

A5: One mobilization means to complete all work during one sampling event, which may take several consecutive days, rather than collecting data waiting for results and conducting additional work based on those results.

Q6. Can interested Contractors review proposals submitted for past DEP Brownfields Site Assessment Program RFPs and how DEP ranked them?

A6: This information is not available.

Q7. Is the initial contract period one year with an optional second or third year?

A7: The contract period is for 2 years.

Q8. Can you provide attachments A and B in Word or Word Perfect?

A8: They are attached in Excel format.

Q9. Do you have insurance requirements for our subcontractors?

A9: No. If the company under contract to the Department must have insurance or make sure their subcontractor has enough insurance to cover any incidents that occur on the property.

Q10. For the statement on our understanding of the OSHA Hazardous Waste Operations and Emergency Response Standards, do you have a specific statement that you would like us to sign, or should we provide our own statement?

A10: We do not have specific language; please include your own statement.

Q11. What is the total amount of funding/budget available for this contract?

A11: The budget is approximately \$600,000 for Oct 06 through Sept 07. Half the budget is for assessment and half is for remediation.

Q12. Will interviews be conducted following proposal submission?

A12: Interviews may be conducted after the proposals have been scored if the evaluation team deems it necessary. Interviews will be limited to the companies with the highest scores.

Q13. Would you please clarify your meaning of “subcontractors”. Does this include any firms hired by us to perform specific tasks, like laboratories, drillers and/or excavators? Due to the statewide nature of the project covered by this RFP, it is conceivable that drillers and/or excavators could be hired depending on the locale of the brownfield involved, whereas a “sub-consultant” would conceivably work with us throughout the project. Or is this used more in the sense of “sub-consultant”?

A13: Sub contractors include any company that you anticipate working on this project. This includes drillers, excavators, laboratories or sub consultants.

Q14. Will the DEP give experience credit for corporate work performed outside of Maine?

A14: Yes.

Q15. Proposal Specifications - Section 1.A.4 and 5. The table in Attachment A - Company Experience totals the columns at the bottom. How will the total number be used in the scoring ? Will MEDEP be scoring the category based on a quantitative comparison of the total numbers from each bidder (i.e., The highest total gets the highest overall score for this category with the other bidder pro-rated accordingly)?

A15: The number totals are there to assist the reviewers in determining the overall experience of the company. Each reviewer will determine what the relevance of the experience listed is in reference to this project and score it accordingly.

Q16. Proposal Specifications - Section 1.B.2. Are you looking for resumes for team members or just the education, certifications, and training?

A16: You can provide the information or a resume that includes the information.

Q17. Proposal Specifications - Section 1.B.3. The table in Attachment B - Personnel Experience totals the columns at the bottom. How will the total number be used in the scoring? Will MEDEP be scoring the category based on a quantitative comparison of the total numbers from each bidder (i.e., The highest total gets the highest overall score for this category with the other bidder pro-rated accordingly)?

A17: The number totals are there to assist the reviewers in determining the overall experience of the personnel assigned to the project. Each reviewer will determine what the relevance of the experience listed is in reference to this project and score it accordingly.

Q18. Proposal Specifications - Section 1.C.3. Are you looking for key personnel information for subcontractors such as drillers, labs, surveyors?

A18: Yes